

**TITLE:** Vision & Hearing Technician

**REPORTS TO:** Director of Operations / Communicable Disease Coordinator

### **QUALIFICATIONS**

1. Requires certification as Vision Screening Technician and Audiometric Technician or willingness to obtain such certification, with certification occurring within one year of date of employment.
2. Requires the ability to administer vision and hearing screening test in an effective, efficient manner in accordance with the Illinois Department of Public Health guidelines.
3. Has ability to read and follow written instructions and document care given.
4. Is self-directing with the ability to work with little direct supervision.
5. Demonstrates good communications and public relations skills.
6. Requires the ability to work with pre-school and school-age children.
7. Requires the ability to prepare and maintain records and reports.
8. Possesses and maintains good physical stamina and mental health.
9. Must be a licensed driver with automobile that is insured and is in good working order. Proof of current automobile insurance coverage is required.

### **SUMMARY OF JOB DESCRIPTION**

The Vision and Hearing technician utilizes portable hearing and/or vision testing equipment in Ford and Iroquois counties as part of the State-wide program for the detection and reporting of hearing and vision impairments; administers routine hearing and/or vision tests to children following standard procedures and techniques; keeps appropriate records and prepares reports for county and state agencies as mandated.

### **RESPONSIBILITIES AND DUTIES**

Responsibilities of the Vision/Hearing Technician include, but are not limited to, the following:

1. Set up and operate vision and hearing testing equipment.

2. Perform routine, standard vision and hearing screening tests in order to identify individuals with probable impairments.
3. Perform routine vision rescreens, hearing rescreens and hearing threshold test to confirm initial screening results.
4. Prepare appropriate records on individuals tested and maintains files of test results related records. Makes appropriate referrals for individuals found with vision and hearing impairments.
5. Prepare schedule of county schools and Preschool programs to be tested. Appointments made as needed to meet individual requests.
6. Check the operation of equipment and arrange for the servicing of defective equipment.
7. May assist in the follow-up on individuals in need of assistance.
8. Perform other duties as required and/or assigned.

The vision and hearing technician will not function in any manner other than as trained through the Illinois Department of Public Health certification process.

## **WORKING CONDITIONS**

1. General office environment.
2. Community and school environment.
3. Exposure to infections diseases.
4. In and out of automobile.

## **CONTINUING EDUCATION REQUIREMENTS**

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by their immediate coordinator. Once certified, the technician is required to maintain his/her certification according to requirements set by Illinois Department of Public Health. All agency personnel must attend mandatory educational programs.